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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Research Staff

DATE: 12 January 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report #2 - 5 January - 11 January 1955

a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

1. Catalog of Courses, TR CC 101-1 - Four hundred (400) copies of this issuance of the catalog, primarily for DD/I personnel, were received today and distribution to DD/I begun. A limited distribution will be made in OTR.
2. TR RM O-1, Collection of Information for Intelligence Purposes - One printed copy has been reviewed by the author, his requirements for corrections received, and the copy returned to the printer for correcting and processing of five hundred (500) copies.
- 25X1 3. Films for [ ]
  - a. No retention films due
  - b. Seven (7) loan prints sent
  - c. Five (5) loan prints due
- 25X1 4. [ ] the Map Training Officer, gave six (6) hours of instruction in Map reading and related topics during the week in Investigative Techniques Course #1.
- 25X1 5. Film, [ ] - To improve the technical quality of this film before the next course showing, new title leads will be shot on 13 January and the entire sound track will be re-recorded beginning on 17 January.
- 25X1 6. [ ] Visual Aids Section, is attending the TSS Course in Basic Photography.
- 25X1 7. [ ] have been on sick leave during the week.

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